ART Gallery Report 0625
HUD Continuum of Care
Annual Performance Report
(CoC APR)

EXECUTIVE SUMMARY:

This ART Gallery report has been created to facilitate the extraction of data from *ServicePoint* for the completion of the CoC APR. The layout of the report is patterned after the e-SNAPS data input screens to facilitate on-line reporting. A companion ART Gallery Report (#0631) provides the related data detail and data quality information needed by the user to insuring that the data to be reported is complete and accurate.

AUDIENCE:

HUD Grantees and Sub-grantees

FREQUENCY:

The CoC APR is submitted to HUD annually, but this ART Gallery report should be run periodically to confirm that complete and accurate data is being properly recorded in *ServicePoint*.

PURPOSE:

Required reporting and program monitoring

COMPATIBILITY AND SYSTEM REQUIREMENTS

This version of the report requires *ServicePoint* 5x and ART 3x.

PREREQUISITES AND WORK FLOW REQUIREMENTS

This report assumes adherence to the prescribed HUD workflow (found in the APR Workflow PowerPoint file located in CollaboranGo) including the proper collection and recording of the HUD universal and program-specific data elements. Clients are included in the report if they have:

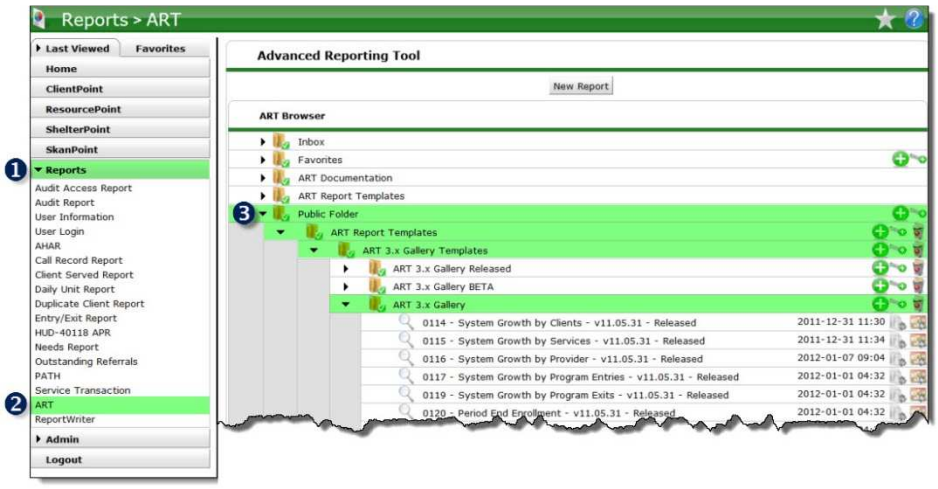
- A program Entry by one or more of the selected Providers with an entry date that is on or before the last day of the reporting period;
- A corresponding program Exit date that is either null (because the Client has not yet exited) or falls on or after the first day of the reporting period.

IMPORTANT: Question #12 of the CoC APR (On Tab C) extracts information for reporting on Street Outreach programs and uses the *Outreach* sub-assessment and the *Date of Engagement* assessment question. In order for this report to function properly and data to be transferred to

the data universe, the *Outreach* sub-assessment needs to be marked as reportable, added to an assessment and published to the appropriate Provider(s). This step is necessary even if these questions are not being utilized.

INSTRUCTIONS:

The easiest way to start using this report is to navigate to the automapper. This is a folder that has the reports automatically mapped to your site, so that you don't have to map them yourself. You can navigate to the automapper as shown in Diagram 1, below:



Requests for additional information concerning the report function/design should be directed to Bowman Systems' Customer Support Specialist (CSS) staff.

IMPORTANT KNOWN INSTALLATION ISSUE:

This report utilizes several "detail" type variables that are each "associated" with a particular "dimension". In testing the installation process with this report a mapping malfunction was sporadically encountered which resulted the "associated dimension" being stripped from the variable during the installation process. When this occurs the report will return "multivalve" errors messages and/or erroneous count values. Bowman Systems is working with Business Objects to determine and correct the root cause of this malfunction, and will publish an updated version if needed. Meanwhile customers using this version of the report are strongly encouraged to verify that each of the detail variables in this report is properly displaying an "Associated Dimension "as shown in the Technical Note 18 below. In cases where the "Associated Dimension" has been stripped during installation, the "Associated Dimension" will appear blank. When this has occurred the user will need to edit the variable, specify the proper dimension, save the variable, and resave the report, prior to use. The table in Technical Note 18 below lists the detail variables in this report, along with their proper associated dimension. To insure that this report is returning the proper results, it is very important that these associations be checked/ verified following installation and prior to running the report.

Before running the report: Prior to running the report the user must have access to the list of *ServicePoint* providers included in the grant, and the starting/ending dates for the current reporting period.

How to run:

Upon opening the report, the user will be prompted (see Diagram 1) to specify parameters which control the data returned by the report. Once the user has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The user should then single-click the "Refresh Data" button to generate the report.

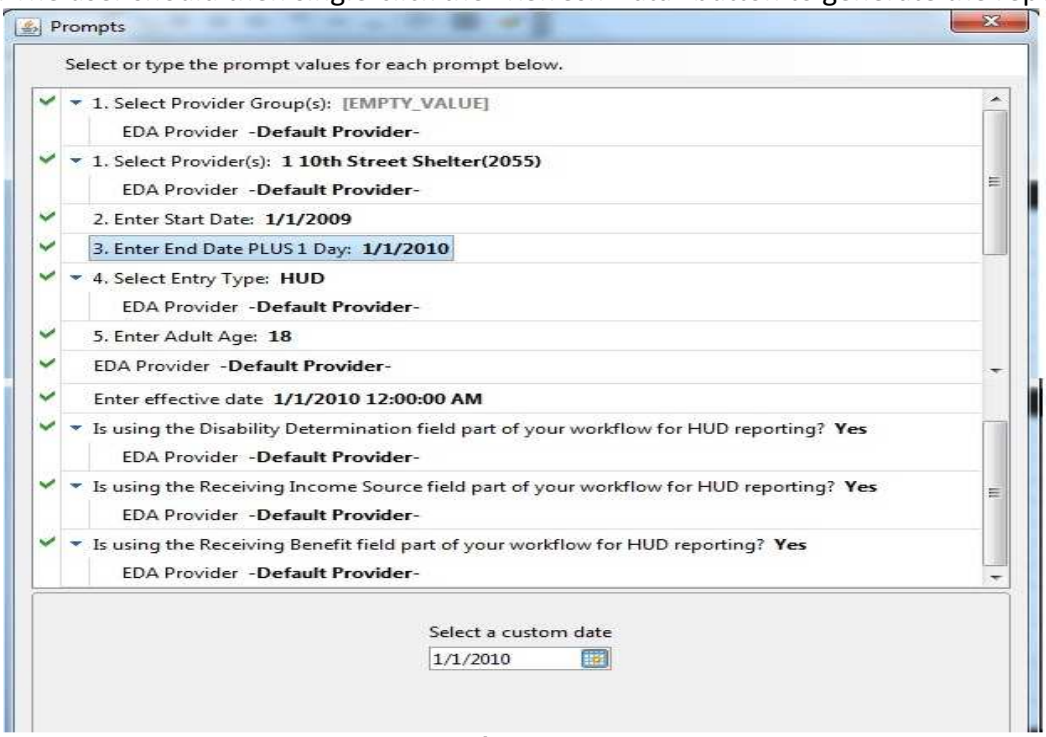

Prompts
Select or type the prompt values for each prompt below.
1. Select Provider Group(s): [EMPTY_VALUE]
EDA Provider -Default Provider-
1. Select Provider(s): 1 10th Street Shelter(2055)
EDA Provider -Default Provider-
2. Enter Start Date: 1/1/2009
3. Enter End Date PLUS 1 Day: 1/1/2010
4. Select Entry Type: HUD
EDA Provider -Default Provider-
5. Enter Adult Age: 18
EDA Provider -Default Provider-
Enter effective date 1/1/2010 12:00:00 AM
Is using the Disability Determination field part of your workflow for HUD reporting? Yes
EDA Provider -Default Provider-
Is using the Receiving Income Source field part of your workflow for HUD reporting? Yes
EDA Provider -Default Provider-
Is using the Receiving Benefit field part of your workflow for HUD reporting? Yes
EDA Provider -Default Provider-
Select a custom date
1/1/2010

Diagram 1

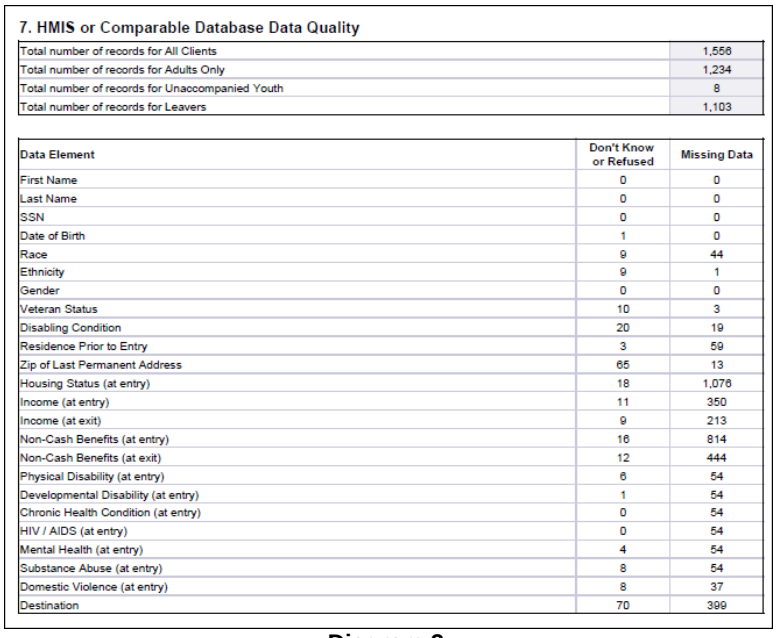
The eleven user prompts contained in this report are:

1. **Select Provider Group(s):** Click the "refresh list" icon and wait for the left window to refresh. Now select the provider groups to include, by highlighting them in the left window and moving them into the right window using the right selection arrow**.**
2. **Select Provider(s):** Click the "refresh list" icon and wait for the left window to refresh. Now select the providers to include, by highlighting them in the left window and moving them into the right window using the right selection arrow**.**
3. **Enter Start Date:** The user should type in, or select from the calendar, the first day of the reporting period/year.
4. **Enter End Date PLUS 1 DAY:** The user should type in, or select from the calendar, the day immediately following the last day of the reporting period. For example, if the reporting period is July 1 2009 - September 30 2010, then October 1, 2010 should be entered/selected.
5. **Select Entry Type:** Click the "refresh list" icon and wait for the left window to refresh. Now select the Entry Types to include, by highlighting them in the left window and moving them into the right window using the right selection arrow**.**
6. **Enter Adult Age:** Enter "18" in the input window.
7. **EDA Provider:** The user should select the EDA provider to run the report as, or leave it at the default "-Default Provider-" if EDA mode is not desired.

8. **Enter effective date:** The user should type in, or select from the calendar, the day immediately following the last day of the reporting period.
9. **Is using the Disability Determination field part of your workflow for HUD reporting?**: The user should select the appropriate "Yes" or "No" value based upon if they use the "Disability Determination" sub-assessment question in their data entry workflow for HUD. Please see Technical Note #12 for more information on how this prompt answer is used in the report.
10. **Is using the Receiving Income Source field part of your workflow for HUD reporting?**: The user should select the appropriate "Yes" or "No" value based upon if they use the "Receiving Income Source" sub-assessment question in their data entry workflow for HUD. Please see Technical Note #14 for more information on how this prompt answer is used in the report.
11. **Is using the Receiving Benefit field part of your workflow for HUD reporting?**: The user should select the appropriate "Yes" or "No" value based upon if they use the "Receiving Benefit" sub-assessment question in their data entry workflow for HUD. Please see Technical Note #17 for more information on how this prompt answer is used in the report.

How to read: This report contains fifteen data tabs. Each tab is a sub-report containing three sections:

- **Report Header:** The header contains the title of the report and the tab/sub-report.
- **Report Body:** The report body is the main section of the report located between the header and the footer where the reports data is displayed in a variety of different chart formats. The data contained in each of the tabs in this report is displayed and described below:
- **Report Footer:** The report footer contains the title of the report, the name of the tab/sub-report, the page number, the version number, and the date/time the report was run/printed.



7. HMIS or Comparable Database Data Quality

Total number of records for All Clients	1,556
Total number of records for Adults Only	1,234
Total number of records for Unaccompanied Youth	8
Total number of records for Leavers	1,103

Data Element	Don't Know or Refused	Missing Data
First Name	0	0
Last Name	0	0
SSN	0	0
Date of Birth	1	0
Race	9	44
Ethnicity	9	1
Gender	0	0
Veteran Status	10	3
Disabling Condition	20	19
Residence Prior to Entry	3	59
Zip of Last Permanent Address	65	13
Housing Status (at entry)	18	1,076
Income (at entry)	11	350
Income (at exit)	9	213
Non-Cash Benefits (at entry)	16	814
Non-Cash Benefits (at exit)	12	444
Physical Disability (at entry)	6	54
Developmental Disability (at entry)	1	54
Chronic Health Condition (at entry)	0	54
HIV / AIDS (at entry)	0	54
Mental Health (at entry)	4	54
Substance Abuse (at entry)	8	54
Domestic Violence (at entry)	8	37
Destination	70	399

Diagram 2

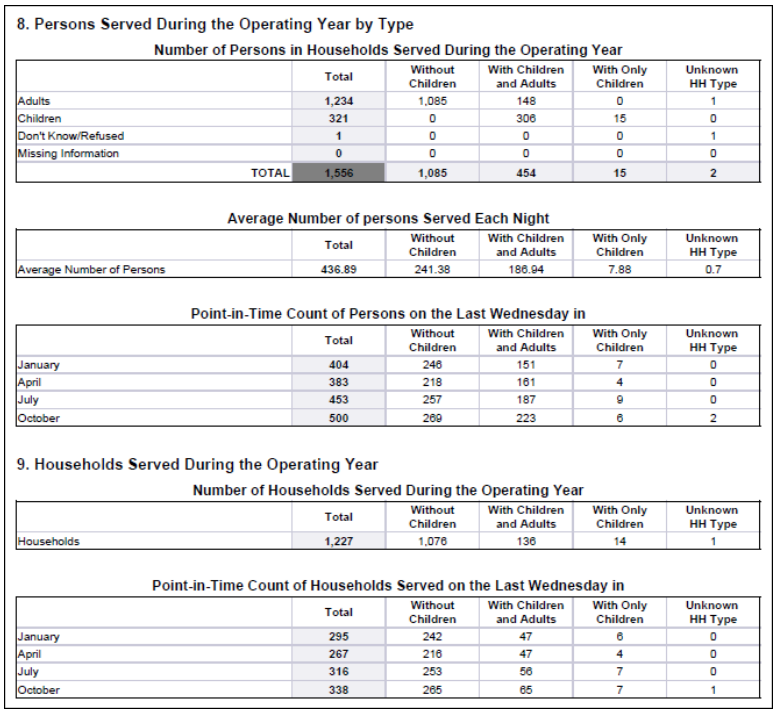
Tab A – Question 7 (Diagram 2): This tab provides the information needed to complete Question 7 of the CoC APR. Question 7 focuses on data completeness. The upper table of Tab A displays the total number of client records included in the report, the number of adults, the number of unaccompanied youth and the number of leavers. The bottom table of Tab A displays the number of total clients with a unknown values for the various data elements, with column two reporting those with "Don't Know" or "Refused" answers, and column three reporting those with missing values. All Tab A calculations are based on the HUD vendor specifications for this reports as explained in Technical Note #3. It should be noted, however, *ServicePoint* currently collects income and disability type data by means of a sub-assessment rather than as a series of individual questions. See Technical Note #12, Technical Note #14 and Technical Note #17 for an explanation of how sub-assessment data is interpreted relative to the Tab A data.

Dimensions used as the basis for Question #7a:

Client Unique Id; Adult/Child; Unaccompanied Youth; Leaver or Stayer; Last Episode

Dimensions used as the basis for Question #7b:

Client Unique Id; Client Last Name; Client First Name; Client Soc Sec No Dashed; Client SSN Data Quality; Client Date of Birth Type; Client Date of Birth; RaceP; RaceS; Eth; Gender; Client Gender; Adult Child; Veteran; Disabling Condition; PriorResidence; Zip Code; Zip Quality; Unaccompanied Youth; Housing Status Entry; IncYN Entry; Last 30 Day Income; EE Leave or Stay; IncNCYN Entry; IncSourceNC Entry; Disability determination; Disability Type; Disab Condition; HUD Disab Entry; DV; EE Destination; Last Episode (Block filter).



8. Persons Served During the Operating Year by Type

Number of Persons in Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Adults	1,234	1,085	148	0	1
Children	321	0	306	15	0
Don't Know/Refused	1	0	0	0	1
Missing Information	0	0	0	0	0
TOTAL	1,556	1,085	454	15	2

Average Number of persons Served Each Night

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Average Number of Persons	436.89	241.38	186.94	7.88	0.7

Point-in-Time Count of Persons on the Last Wednesday in

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
January	404	246	151	7	0
April	383	218	161	4	0
July	453	257	187	9	0
October	500	269	223	6	2

9. Households Served During the Operating Year

Number of Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Households	1,227	1,076	136	14	1

Point-in-Time Count of Households Served on the Last Wednesday in

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
January	295	242	47	6	0
April	267	216	47	4	0
July	316	253	56	7	0
October	338	265	65	7	1

Diagram 3

Tab B – (see Diagram 3) This tab provides the information needed to complete questions 8 and 9 of the CoC APR. Question 8 focuses on number and type of individuals served, while Question 9 focuses on number and type of households served Question 8 includes three tables. The first table shows counts of individuals served by household type. The second table focuses on daily averages, and the third on quarterly PIT counts. Question 9 includes two tables. The first table shows counts of households served by household type. The second table focuses household counts relative to the quarterly PIT counts. All Tab B calculations are based on the HUD vendor specifications for this reports as explained in Technical Note #3. In question 8 the "Client Household Type" methodology is used in the counting of households however in question 9 the "Master Household methodology" is used. (See Technical Note #4 for additional information regarding Household count methodologies.) It should be noted that for some grants that begin mid-year, the quarterly PIT counts will not display in chronological order. For example grants beginning on October 1 will have their first quarter PIT data displayed on the fourth row (labeled "October") rather than on the first row (labeled "January").

Note: Question 8 "Average Number of persons Served Each Night" calculates the average number of persons served each night during the operating year by dividing the total number of nights of service among all persons served by the total number of nights during the operating year. Household type for this field is determined by the household type on the last relevant stay in the operating year.

The total number of nights of service can be calculated using the program entry and exit dates for each stay a person has in the program. For example, if a person enters a unit on January 7 and exits during the day on January 10, the person has been provided three nights of service (January 7, January 8, and January 9). Nights of service provided before the start of the operating year or after the end of the operating year are excluded.

If you have clients with multiple stays in the program, run the APR for multiple providers or include more than one entry/exit type where the client has stays in different providers - all of the stays will be summed together and this can result in a higher "average" served per night

than total clients served.

For example, if client A has a stay of 365 nights with one provider and a stay of 365 nights with another provider this will come out to an average of 2 persons served per night even though this is the same client.

Dimensions used as the basis for Question #8a:

Client Unique Id; Adult Child; Client Household Type; Date of Birth Type

Dimensions used as the basis for Question #8b:

Length of Operating Stay; Client Household Type

Dimensions used as the basis for Question #8c:

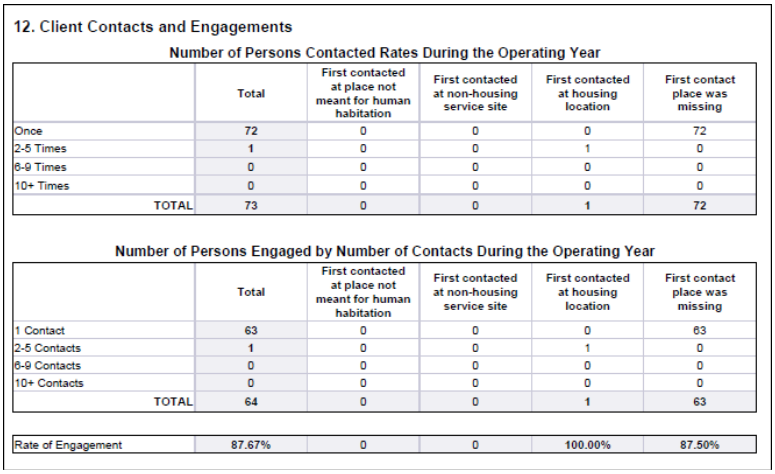
Client Unique Id; PIT January; PIT April; PIT July; PIT October; Client Household Type

Dimensions used as the basis for Question #9a:

Master Household Id, Master Household Type

Dimensions used as the basis for Question #9b:

Master Household Id; Master Household Type; PIT January; PIT April; PIT July; PIT October



12. Client Contacts and Engagements

Number of Persons Contacted Rates During the Operating Year

	Total	First contacted at place not meant for human habitation	First contacted at non-housing service site	First contacted at housing location	First contact place was missing
Once	72	0	0	0	72
2-5 Times	1	0	0	1	0
6-9 Times	0	0	0	0	0
10+ Times	0	0	0	0	0
TOTAL	73	0	0	1	72

Number of Persons Engaged by Number of Contacts During the Operating Year

	Total	First contacted at place not meant for human habitation	First contacted at non-housing service site	First contacted at housing location	First contact place was missing
1 Contact	63	0	0	0	63
2-5 Contacts	1	0	0	1	0
6-9 Contacts	0	0	0	0	0
10+ Contacts	0	0	0	0	0
TOTAL	64	0	0	1	63

Rate of Engagement	87.67%	0	0	100.00%	87.50%

Diagram 4

Tab C – Question 12 (Diagram 4): This tab provides the information related to Street Outreach contacts and engagements that is needed to complete question 12 of the CoC APR. Question 12/Tab C contains 3 tables. The top table crosstabs the outreach counts by frequency of contact and the location of the first contact. The second table is a subset of the population counted in the first table, limited to only those who were engaged as a result of the contacts. The third simply shows the overall engagement rate and breaks it down by the location of first contact. Note that question #12 uses the *Outreach* sub-assessment and the *Date of Engagement* assessment question. In order for data to be properly transferred to the data universe, the *Outreach* sub-assessment needs to be marked as reportable, added to an assessment and published to the appropriate provider(s). See Technical Note #13 for more information concerning how counts in this tab are calculated.

Dimensions used as the basis for Question #12a/b:

Client Unique Id; Outreach Contact Count A; Outreach First Location B

Dimensions used as the basis for Question #12c:

Client Unique Id; Outreach Contact Count B; Outreach First Location B

15a. Gender - Adults

Gender of Adults
Number of Adults in Households

	Total	Without Children	With Children and Adults	Unknown HH Type
Male	786	763	23	0
Female	448	322	125	1
Transgendered	0	0	0	0
Other	0	0	0	0
Don't Know/Refused	0	0	0	0
Information Missing	0	0	0	0
Subtotal	1,234	1,085	148	1

15b. Gender - Children

Gender of Children
Number of Children in Households

	Total	With Children and Adults	With Only Children	Unknown HH Type
Male	179	171	8	0
Female	142	135	7	0
Transgendered	0	0	0	0
Other	0	0	0	0
Don't Know/Refused	0	0	0	0
Information Missing	0	0	0	0
Subtotal	321	306	15	0

15c. Gender - Missing Age

Gender of Persons Missing Age Information
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Male	0	0	0	0	0
Female	1	0	0	0	1
Transgendered	0	0	0	0	0
Other	0	0	0	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	0	0	0	0	0
Subtotal	1	0	0	0	1

Diagram 5

Tab D – Question 15 (Diagram 5): This tab provides the information needed to complete question 15 of the CoC APR, which reports on client gender. Question 15 is divided into 3 parts with 15a focusing on adults, 15b on children and 15c on those of unknown age. In this section of the report, household types are determined by the "Client Household Type" method. See Technical Notes #3 and #4 below.

Dimensions used as the basis for Question #15 (a, b and c):

Client Unique Id; Gender; Client Household Type; Adult Child (Block filter)

16. Age

Age
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Under 5	144	0	139	5	0
5 - 12	139	0	129	10	0
13 - 17	38	0	38	0	0
18 - 24	188	153	34	0	1
25 - 34	280	204	76	0	0
35 - 44	278	253	25	0	0
45 - 54	339	327	12	0	0
55 - 61	109	109	0	0	0
62+	40	39	1	0	0
Don't Know/Refused	1	0	0	0	1
Information Missing	0	0	0	0	0
Age Error (Negative Age or 100+)	0	0	0	0	0
Total	1,556	1,085	454	15	2

17a. Ethnicity

Ethnicity
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Non-Hispanic/Non-Latino	1,461	1,027	419	15	0
Hispanic/Latino	85	57	28	0	0
Don't Know/Refused	9	0	7	0	2
Information Missing	1	1	0	0	0
Total	1,556	1,085	454	15	2

17b. Race

Race
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
White	967	711	250	4	2
Black or African-American	379	262	111	6	0
Asian	17	7	10	0	0
American Indian or Alaska Native	97	70	24	3	0
Native Hawaiian or Other Pacific Islander	1	1	0	0	0
Multiple Races	42	16	24	2	0
Don't Know/Refused	9	1	8	0	0
Information Missing	44	17	27	0	0
Total	1,556	1,085	454	15	2

Diagram 6

Tab E – Questions 16-17 (Diagram 6): This tab provides the information needed to complete questions 16 and 17 of the CoC APR. Question 16 reports on client age and displays client and household counts by age category. Grayed out cells indicate non-applicable age/household type categories. It should be noted that clients whose reported date of birth indicates that they are less than zero, or greater than 100 year of age, are considered to be data entry errors and are reported on in a separate row labeled " Age Error (Negative Age or 100+)". This Row is NOT included in the HUD e-SNAPS and theses clients are not included in any of the other age categories so it is important that their dates of birth (DOBs) be corrected to allow them to be properly reported. Question 17 focuses on Ethnicity (17a) and Race (17b), displaying client and household counts by category. Non-HUD values are placed in the "Information Missing" category. Questions 16 and 17 both utilize the Client Household Type of household counting. (See Technical Note #4.)

Dimensions used as the basis for Question #16:

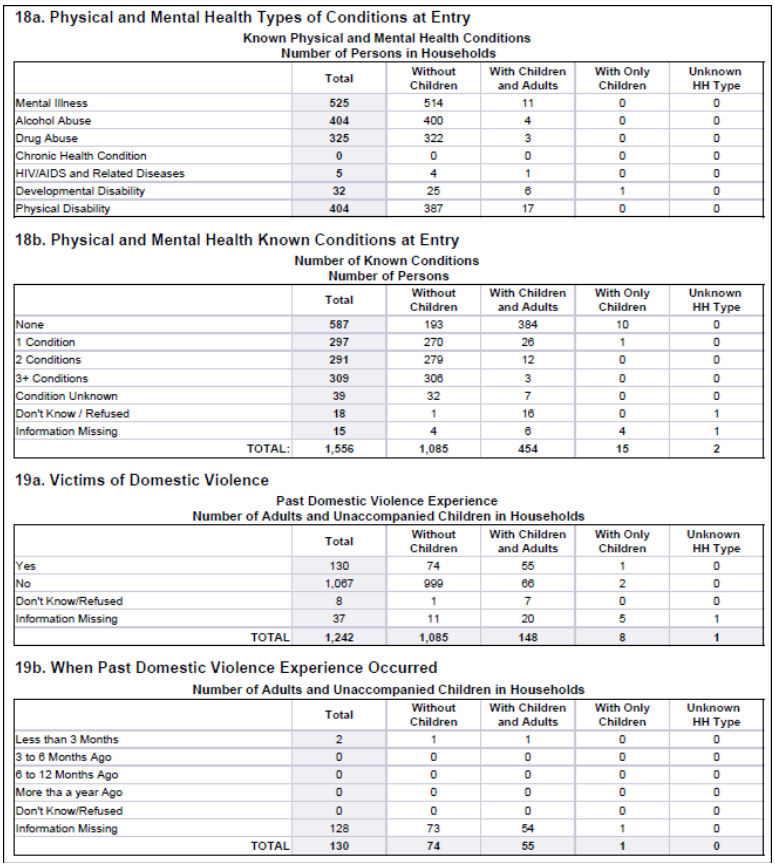
Client Unique Id; Age at Last Entry; Client Household Type; EE Adult Child (Block filter)

Dimensions used as the basis for Question #17a:

Client Unique Id; Ethnicity; Client Household Type; EE Adult Child (Block filter)

Dimensions used as the basis for Question #17b:

Client Unique Id; Primary Race; Secondary Race; Client Household Type; EE Adult Child (Block filter)



18a. Physical and Mental Health Types of Conditions at Entry

Known Physical and Mental Health Conditions
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Mental Illness	525	514	11	0	0
Alcohol Abuse	404	400	4	0	0
Drug Abuse	325	322	3	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS and Related Diseases	5	4	1	0	0
Developmental Disability	32	25	6	1	0
Physical Disability	404	387	17	0	0

18b. Physical and Mental Health Known Conditions at Entry

Number of Known Conditions
Number of Persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
None	587	193	384	10	0
1 Condition	297	270	26	1	0
2 Conditions	291	279	12	0	0
3+ Conditions	309	306	3	0	0
Condition Unknown	39	32	7	0	0
Don't Know / Refused	18	1	16	0	1
Information Missing	15	4	6	4	1
TOTAL:	1,556	1,085	454	15	2

19a. Victims of Domestic Violence

Past Domestic Violence Experience
Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Yes	130	74	55	1	0
No	1,067	999	66	2	0
Don't Know/Refused	8	1	7	0	0
Information Missing	37	11	20	5	1
TOTAL	1,242	1,085	148	8	1

19b. When Past Domestic Violence Experience Occurred

Number of Adults and Unaccompanied Children in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Less than 3 Months	2	1	1	0	0
3 to 6 Months Ago	0	0	0	0	0
6 to 12 Months Ago	0	0	0	0	0
More tha a year Ago	0	0	0	0	0
Don't Know/Refused	0	0	0	0	0
Information Missing	128	73	54	1	0
TOTAL	130	74	55	1	0

Diagram 7

Tab F – Questions 18-19 (Diagram 7): This tab provides the information needed to complete questions 18 and 19 of the CoC APR. Question 18 reports on disabling conditions at time of entry and displays client counts by household category. Question 19 reports on domestic violence conditions and also displays client counts by household type. Questions 18 and 19 both utilize the "Client Household Type" of household classification (See Technical Note #4.)

Dimensions used as the basis for Question #18a:

Client Unique Id; Disability Type; Disability determination; *EE Client Household Type; Recordset Id (*from the *Disability* subassessment*); EE Last Episode* (Block filter)

Dimensions used as the basis for Question #18b:

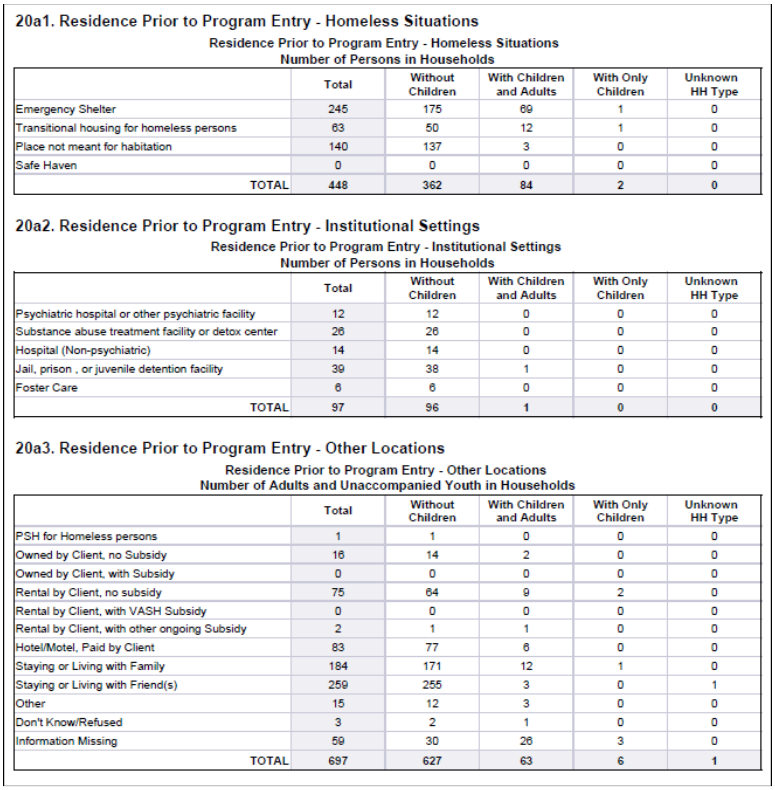
*Client Unique Id; Disability Type; Disability determination; EE Client Household Type; Disab Condition; Recordset Id (*from the *Disability* subassessment*); EE Last Episode* (Block filter)

Dimensions used as the basis for Question #19a:

Client Unique Id; DV; Client HH Type; Adult Child; (Block filter); *Unaccompanied Youth;* (Block filter)

Dimensions used as the basis for Question #19b:

Client Unique Id; DV Ext; Client HH Type; Adult Child; (Block filter); *Unaccompanied Youth;* (Block filter)



20a1. Residence Prior to Program Entry - Homeless Situations

Residence Prior to Program Entry - Homeless Situations
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Emergency Shelter	245	175	69	1	0
Transitional housing for homeless persons	63	50	12	1	0
Place not meant for habitation	140	137	3	0	0
Safe Haven	0	0	0	0	0
TOTAL	448	362	84	2	0

20a2. Residence Prior to Program Entry - Institutional Settings

Residence Prior to Program Entry - Institutional Settings
Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Psychiatric hospital or other psychiatric facility	12	12	0	0	0
Substance abuse treatment facility or detox center	26	26	0	0	0
Hospital (Non-psychiatric)	14	14	0	0	0
Jail, prison , or juvenile detention facility	39	38	1	0	0
Foster Care	6	6	0	0	0
TOTAL	97	96	1	0	0

20a3. Residence Prior to Program Entry - Other Locations

Residence Prior to Program Entry - Other Locations
Number of Adults and Unaccompanied Youth in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
PSH for Homeless persons	1	1	0	0	0
Owned by Client, no Subsidy	16	14	2	0	0
Owned by Client, with Subsidy	0	0	0	0	0
Rental by Client, no subsidy	75	64	9	2	0
Rental by Client, with VASH Subsidy	0	0	0	0	0
Rental by Client, with other ongoing Subsidy	2	1	1	0	0
Hotel/Motel, Paid by Client	83	77	6	0	0
Staying or Living with Family	184	171	12	1	0
Staying or Living with Friend(s)	259	255	3	0	1
Other	15	12	3	0	0
Don't Know/Refused	3	2	1	0	0
Information Missing	59	30	26	3	0
TOTAL	697	627	63	6	1

Diagram 8

Tab G – Questions 20 (Diagram 8): This tab provides the information needed to complete question 20 of the CoC APR. Question 20 reports on the client's residence prior to program entry Question 20 again displays client counts by household type using the "Client Household Type" methodology (See Technical Note #4.) The prior living arrangement of the client is further broken down into 3 categories: Homeless Situations, Institutional Settings, and Other Locations; (sections 20a1, 20a2 and 20a3 respectively).

Dimensions used as the basis for Question #20a1/20a2/20a3:

Client Unique Id; Prior Residence; Client HH Type; Adult Child; (Block filter); *Unaccompanied Youth;* (Block filter) ; *Last Episode* (Block Filter)

21. Veteran Status

Veteran Status
Number of Adults in Households

	Total	Without Children	With Children and Adults	Unknown HH Type
Veteran	136	134	2	0
Not a Veteran	1,085	942	142	1
Don't Know/Refused	10	6	4	0
Information Missing	3	3	0	0
Total	1,234	1,085	148	1

22a1. Physical and Mental Health Condition Types at Exit - Leavers

Known Physical and Mental Health Conditions
Leavers - Total Number by Type

	All Persons	Adults	Children	Unknown
Mental Illness	392	391	1	0
Alcohol Abuse	302	301	1	0
Drug Abuse	265	265	0	0
Chronic Health Condition	0	0	0	0
HIV/AIDS and Related Diseases	5	4	1	0
Developmental Disability	18	15	3	0
Physical Disability	307	305	2	0

22a2. Known Physical and Mental Health Condition at Exit - Leavers

Number of Known Conditions
Leavers - Total Number by Type

	All Persons	Adults	Children	Unknown
None	399	244	155	0
1 Condition	222	216	6	0
2 Conditions	216	215	1	0
3+ Conditions	241	240	1	0
Condition Unknown	13	10	3	0
Don't Know / Refused	10	3	7	0
Information Missing	2	1	1	0
TOTAL:	1,103	929	174	0

Diagram 9

22b1. Physical and Mental Health Condition Types at Exit – Stayers

Known Physical and Mental Health Conditions
Stayers - Total Number by Type

	All Persons	Adults	Children	Unknown
Mental Illness	146	145	1	0
Alcohol Abuse	106	106	0	0
Drug Abuse	64	64	0	0
Chronic Health Condition	0	0	0	0
HIV/AIDS and Related Diseases	0	0	0	0
Developmental Disability	16	12	4	0
Physical Disability	105	101	4	0

22b2. Known Physical and Mental Health Condition at Exit – Stayers

Number of Known Conditions
Stayers - Total Number by Type

	All Persons	Adults	Children	Unknown
None	205	74	131	0
1 Condition	66	59	7	0
2 Conditions	77	74	3	0
3+ Conditions	84	84	0	0
Condition Unknown	10	10	0	0
Don't Know / Refused	8	2	5	1
Information Missing	3	2	1	0
TOTAL:	453	305	147	1

Diagram 9a

Tab H – Questions 21-22 (Diagram 9 and 9a): This tab provides the information needed to complete questions 21 and 22 of the CoC APR. Question 21 reports on veteran status and displays client counts by household type. Question 22 reports on disabling conditions. Questions 22a1 and 22a2 focus on the reported condition at time of exit, considering only program leavers; Questions 22b1 and 22b2 focus on the reported condition at time of entry, considering only program stayers;

Dimensions used as the basis for Question #21:

Client Unique Id; Veteran; Client HH Type; Adult Child; (Block filter);

Dimensions used as the basis for Question #22a1/#21a2:

Client Unique Id; Disability Type; Disability determination; EE AdultChild; EE Last Episode (Block filter)

Dimensions used as the basis for Question #22b1/#21b2:

Client Unique Id; Disability Type; Disability determination; EE AdultChild; EE Last Episode (Block filter)*; Leave or Stay* (Block filter)

23. Client Monthly Cash-Income Amount - Adult Leavers

Client Monthly Cash-Income Amount
Number of Adult Leavers

Program Entry	Income at Entry	Income at Exit	Less Income at Exit	Same Income at Exit	More Income at Exit	Unknown Income Change	Average Change ($) Monthly Income per Adult
No Income	346	269		245	77	24	$292.32
$1 - $150	12	7	0	6	6	0	$646.35
$151 - $250	12	9	0	8	4	0	$391.23
$251 - $500	32	27	0	22	9	1	$156.95
$501 - $750	110	126	5	88	13	4	$9.82
$751 - $1,000	83	103	1	74	8	0	$63.08
$1,001 - $1,250	52	59	2	42	8	0	$35.12
$1,251 - $1,500	50	71	3	42	2	3	($57.52)
$1,501 - $1,750	39	75	2	34	3	0	($15.95)
$1,751 - $2,000	16	22	0	16	0	0	$0.00
$2,001 +	31	39	6	22	3	0	($404.68)
Don't Know/Refused	2	2				2	
Missing/No Follow-up	144	120				144	
Total	929	929	19	599	133	178	$138.05

24. Client Monthly Cash-Income Amount by Entry and Latest Status

Client Monthly Cash-Income Amount by Entry and Latest Status
Number of Adult Stayers

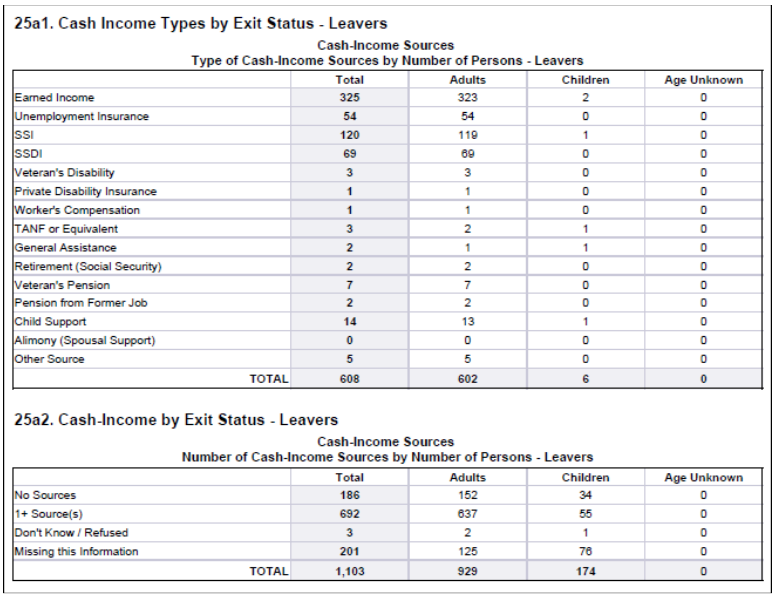
Program Entry	Income at Entry	Follow-up Total	Less Income at Follow-up	Same Income at Follow-up	More Income at Follow-up	Unknown Income Change	Average Change ($) Monthly Income per Adult
No Income	68	62		61	7	0	$103.26
$1 - $150	2	0	0	0	0	2	0
$151 - $250	5	4	0	4	1	0	$272.60
$251 - $500	16	16	0	12	4	0	$119.52
$501 - $750	55	49	2	43	9	1	$92.75
$751 - $1,000	40	46	0	33	7	0	$165.68
$1,001 - $1,250	27	28	3	23	1	0	($58.06)
$1,251 - $1,500	32	34	2	26	4	0	$44.77
$1,501 - $1,750	13	15	0	10	2	1	$97.66
$1,751 - $2,000	10	11	1	8	1	0	($133.71)
$2,001 +	10	18	0	10	0	0	$0.00
Don't Know/Refused	0	1				0	
Missing/No Follow-up	27	21				27	
Total	305	305	8	230	36	31	$78.95

Diagram 10

Tab I– Questions 23-24 (Diagram 9): This tab provides the information needed to complete questions 23 and 24 of the CoC APR. Question 23 considers only clients who have exited the program (leavers) and reports on changes in income between date of entry and date of exit. Question 24, like Question 23 reports on income change but considers only clients who have not yet exited the program (stayers) and the comparison is between income at entry and income at time of most recent follow-up. Grayed out cells indicate non-applicable/ incalculable combinations. See Technical Note #14 for an explanation of how a clients' monthly income is determined.

Dimensions used as the basis for Question #23/#24:

*Client Unique Id; Last 30 Day Income; Inc YN Entry; No Income to Zero; Unknown Exit Income; Leave or Stay (*Block filter) *; Adult Child (*Block filter)*; Last Episode (*Block filter)



25a1. Cash Income Types by Exit Status - Leavers

Cash-Income Sources
Type of Cash-Income Sources by Number of Persons - Leavers

	Total	Adults	Children	Age Unknown
Earned Income	325	323	2	0
Unemployment Insurance	54	54	0	0
SSI	120	119	1	0
SSDI	69	69	0	0
Veteran's Disability	3	3	0	0
Private Disability Insurance	1	1	0	0
Worker's Compensation	1	1	0	0
TANF or Equivalent	3	2	1	0
General Assistance	2	1	1	0
Retirement (Social Security)	2	2	0	0
Veteran's Pension	7	7	0	0
Pension from Former Job	2	2	0	0
Child Support	14	13	1	0
Alimony (Spousal Support)	0	0	0	0
Other Source	5	5	0	0
TOTAL	608	602	6	0

25a2. Cash-Income by Exit Status - Leavers

Cash-Income Sources
Number of Cash-Income Sources by Number of Persons - Leavers

	Total	Adults	Children	Age Unknown
No Sources	186	152	34	0
1+ Source(s)	692	637	55	0
Don't Know / Refused	3	2	1	0
Missing this Information	201	125	76	0
TOTAL	1,103	929	174	0

Diagram 11

Tab J – Question25 (Diagram 11): This tab provides the information needed to complete question 25 of the CoC APR. Question 25 considers only clients who have exited the program (leavers) and reports on their sources of cash income at time of exit. 25a1 shows the data detailed by income source while 25a2 summarizes the data into four categories: No Sources; 1+ Source(s); Don't Know/Refused; and Missing this Information. Both portions further breakdown the data by Adult/Child status.

Dimensions used as the basis for Question #25a1:

Merge Unique Id; IncSource Exit; EE Adult Child; IncAmt Exit; EE Last Episode (Block filter)*; EE Leave or Stay* (Block filter)

Dimensions used as the basis for Question #25a2:

Client Unique Id; Last 30 Day Income; IncYN Exit; EE AdultChild; IncAmt Exit; EE Last Episode (Block filter) *; EE Leave or Stay* (Block filter)

26a1. Non-Cash Benefit Types by Exit Status - Leavers

Non-Cash Benefits
Non-Cash Benefits by Number of Persons - Leavers

	Total	Adults	Children	Age Unknown
Supplemental Nutritional Assistance Program	392	382	10	0
MEDICAID Health Insurance	48	43	5	0
MEDICARE Health Insurance	17	17	0	0
State Children's Health Insurance	35	20	15	0
WIC	1	1	0	0
VA Medical Services	12	12	0	0
TANF Child Care Services	1	1	0	0
TANF Transportation Services	0	0	0	0
Other TANF-Funded Services	0	0	0	0
Temporary Rental Assistance	0	0	0	0
Section 8, Public Housing, Rental Assistance	2	2	0	0
Other Source	2	2	0	0
TOTAL	510	480	30	0

26a2. Non-Cash Benefits by Exit Status - Leavers

Client Non-Cash Benefits by Exit Status
Number of Non-Cash Benefits by Number of Persons - Leavers

	Total	Adults	Children	Age Unknown
No Sources	214	196	18	0
1+ Source(s)	435	413	22	0
Don't Know / Refused	10	9	1	0
Missing this Information	444	311	133	0
TOTAL	1,103	929	174	0

Diagram 12

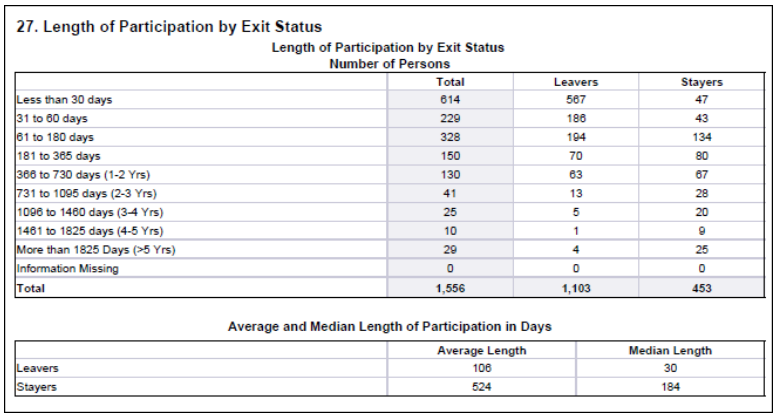
Tab K – Question 26 (Diagram 12): This tab provides the information needed to complete question 26 of the CoC APR. Question 26/Tab K mirrors Question 25/Tab L, but reports on sources of non-cash benefits rather than cash income sources. Like Question 25/Tab L, Question 26/Tab K reports only on leavers and breaks down the data by Adult/Child status.

Dimensions used as the basis for Question #26a1:

Client Unique Id; IncSourceNC Exit; EE AdultChild; EE Last Episode (Block filter); *EE Leave Stay* (Block filter)

Dimensions used as the basis for Question #26a2:

Client Unique Id; IncSourceNC Exit; EE AdultChild; IncNCYN Exit; EE Last Episode (Block filter) *EE Leave Stay* (Block filter)



27. Length of Participation by Exit Status

Length of Participation by Exit Status
Number of Persons

	Total	Leavers	Stayers
Less than 30 days	614	567	47
31 to 60 days	229	186	43
61 to 180 days	328	194	134
181 to 365 days	150	70	80
366 to 730 days (1-2 Yrs)	130	63	67
731 to 1095 days (2-3 Yrs)	41	13	28
1096 to 1460 days (3-4 Yrs)	25	5	20
1461 to 1825 days (4-5 Yrs)	10	1	9
More than 1825 Days (>5 Yrs)	29	4	25
Information Missing	0	0	0
Total	1,556	1,103	453

Average and Median Length of Participation in Days

	Average Length	Median Length
Leavers	106	30
Stayers	524	184

Diagram 13

Tab L – Question27 (Diagram 13): This tab provides the information needed to complete question 27 of the CoC APR. Question 27 reports Length of program participation by exit status (that is whether the client is a leaver or a stayer). The top table breaks down length or stay (LOS) by duration while the bottom table reports the average (mean) and the median LOS.

TIP: If the mean LOS is higher than the median LOS, then it means that some clients have really long stays relative to the rest of the clients, and are driving up the average.

Dimensions used as the basis for Question #27a/b:

Client Unique Id; Length of Stay; Leaver or Stayer; Last Episode (Block filter)

29a1. Destination by Household Type and Length of Stay (All Leavers who Stayed More tha 90 Days)

Number of Leavers in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown HH Type
Permanent Destinations					
Owned by Client, no Ongoing Subsidy	3	0	3	0	0
Owned by Client, with Ongoing Subsidy	0	0	0	0	0
Rental by Client, no Ongoing subsidy	40	12	28	0	0
Rental by Client, with VASH Subsidy	2	1	1	0	0
Rental by Client, with other Ongoing Subsidy	21	3	18	0	0
PSH for Homeless Persons	3	3	0	0	0
Living with Family, Permanent Tenure	3	3	0	0	0
Living with Friends, Permanent Tenure	3	3	0	0	0
Subtotal	75	25	50	0	0
Temporary Destinations					
Emergency Shelter	2	2	0	0	0
TH for Homeless Persons	7	7	0	0	0
Staying with Family, Temporary Tenure	12	3	9	0	0
Staying with Friends, Temporary Tenure	12	9	3	0	0
Place Not Meant for Human Habitation	2	2	0	0	0
Safe Haven	0	0	0	0	0
Hotel or Motel, Paid by Client	3	3	0	0	0
Subtotal	38	26	12	0	0
Institutional Settings					
Foster Care	0	0	0	0	0
Psychiatric Facility	1	1	0	0	0
Substance Abuse or Detox Facility	2	2	0	0	0
Hospital (non-Psychiatric)	1	1	0	0	0
Jail or Prison	1	1	0	0	0
Subtotal	5	5	0	0	0
Other Destinations					
Deceased	3	0	3	0	0
Other	5	5	0	0	0
Don't Know/Refused	21	9	12	0	0
Information Missing	106	56	48	2	0
Subtotal	29	14	15	0	0

Diagram 14

Tab M – Question 29a1 (Diagram 14): This tab provides the information needed to complete question 29a1 of the CoC APR. Question 29a1 reports on Exit Destination by household type and considers only clients who have left the program after an enrollment period of more than 90 days.

Dimensions used as the basis for Question #29a1:

Client Unique Id; EE Destination; Client Household Type; EE Last Episode (Block filter); *EE Leave or Stay* (Block filter); *Length of Stay* (Block filter)

36a. Permanent Housing Programs

Performance Measure	Exhibit 2 Target # of persons who were expected to accomplish this measure	Exhibit 2 Target % of persons who were expected to accomplish tis measure	Actual # of person in the program for whom the measure is appropriate	Actual # of persons who accomplished this measure	Actual % of persons who accomplished this measure	% Difference between Exhibit 2 Target and Actual Performance
1. Housing Stability Measure			181	140	77.35%	
2a. Total Income Measure			160	140	87.50%	
2b. Earned Income Measure			59	55	93.22%	

36b. Transitional Housing Programs

Performance Measure	Exhibit 2 Target # of persons who were expected to accomplish this measure	Exhibit 2 Target % of persons who were expected to accomplish tis measure	Actual # of person in the program for whom the measure is appropriate	Actual # of persons who accomplished this measure	Actual % of persons who accomplished this measure	% Difference between Exhibit 2 Target and Actual Performance
1. Housing Stability Measure			353	240	67.99%	
2a. Total Income Measure			179	143	79.89%	
2b. Earned Income Measure			76	68	89.47%	

36c. Street Outreach Programs

Performance Measure	Exhibit 2 Target # of persons who were expected to accomplish this measure	Exhibit 2 Target % of persons who were expected to accomplish tis measure	Actual # of person in the program for whom the measure is appropriate	Actual # of persons who accomplished this measure	Actual % of persons who accomplished this measure	% Difference between Exhibit 2 Target and Actual Performance
1. Housing Stability Measure			26	11	42.31%	
2a. Physical Disability			3	0	0.00%	
2b. Developmental Disability			1	1	100.00%	
2c. Chronic Health			0	0	0.00%	
2d. HIV/AIDS			1	1	100.00%	
2e. Mental Health			10	1	10.00%	
2f. Substance Abuse			5	1	20.00%	

36d. Supportive Services Only (SSO) Programs

Performance Measure	Exhibit 2 Target # of persons who were expected to accomplish this measure	Exhibit 2 Target % of persons who were expected to accomplish tis measure	Actual # of person in the program for whom the measure is appropriate	Actual # of persons who accomplished this measure	Actual % of persons who accomplished this measure	% Difference between Exhibit 2 Target and Actual Performance
1. Housing Stability Measure			9	5	55.56%	
2a. Total Income Measure			4	4	100.00%	
2b. Earned Income Measure			3	3	100.00%	

36e. Safe Haven Programs

Performance Measure	Exhibit 2 Target # of persons who were expected to accomplish this measure	Exhibit 2 Target % of persons who were expected to accomplish tis measure	Actual # of person in the program for whom the measure is appropriate	Actual # of persons who accomplished this measure	Actual % of persons who accomplished this measure	% Difference between Exhibit 2 Target and Actual Performance
1. Housing Stability Measure			51	17	33.33%	
2a. Total Income Measure			51	42	82.35%	

Diagram 14

Tab N – Question 36 (Diagram 14): This tab provides the information needed to complete question 36 of the CoC APR. Question 36 reports on performance measures by program type.

Housing Stability Measure: Questions 36a & 36e count "stayers" who maintained housing stability or "leavers" who exited with a specific exit destination. Questions 36b, 36c, & 36d counts on "leavers" only.

Total Income Measure: Includes both "stayers" and "leavers"

Questions 36 a & e count adults that either maintained or increased their income.

Questions 36 b & d count adults that increased their income.

Earned Income Measure: Includes both "stayers" and "leavers"

Question 36 a count adults (between the ages of 18 and 61) that either maintained or increased their Earned Income.

Questions 36 b & d count adults (between the ages of 18 and 61) that increased their Earned Income.

Disability Measures a-f: Question 36c only counts clients that have a specific HUD disability recorded in the sub-assessment as shown below in Diagram 15.

If the user answers "Yes" to the "Is using the Disability Determination field part of your workflow for HUD reporting?" prompt then it will also check to see if the corresponding "Disability determination" question is answered "Yes" or null. If any other value is selected for the "Disability determination" the record will be excluded.

If the user answers "No" to the ""Is using the Disability Determination field part of your workflow for HUD reporting?" prompt then it will count all clients with a specific HUD disability recorded in the sub-assessment as shown below in Diagram 15.

Note: If there are multiple disability records, the record closest to the entry (for "stayers") or exit (for "leavers") is the one used for the calculation.

Measure	HUD Disability
2a. Physical Disability	"Physical/Medical (HUD 40118)" or "Physical (HUD 40118)"
2b. Developmental Disability	"Developmental (HUD 40118)")
2c. Chronic Health Disability	"Chronic Health Condition")
2d. HIV/AIDS Disability	"HIV/AIDS (HUD 40118)")
2e. Mental Health Disability	"Mental Health Problem (HUD 40118)")
2f. Substance Abuse	"Alcohol Abuse (HUD 40118)" or "Drug Abuse (HUD 40118)" or "Both alcohol and drug abuse (HUD 40118)")

Diagram 15

Actual # of persons in the program for whom the measure is appropriate
At entry, the "(If yes)Currently receiving services or treatment?" question must be answered "No" or left blank.

Actual # of persons who accomplished this measure
Counts all clients where the "(If yes)Currently receiving services or treatment?" question was answered "No" or was left blank as of entry and there is another record of the same disability category with the "(If yes)Currently receiving services or treatment?" question answered "Yes" as of exit.

Note: Users should only edit disability sub-assessment records to enter an End Date or make a correction. To show a value has changed over time, the user should enter an End Date in the previous record and create a new disability record with the new values.

Dimensions used as the basis for Question #36a, b, d, e, f:

Client Unique Id; EE Destination; Client Household Type; EE Last Episode (Block filter); *EE Leave or Stay* (Block filter); *EE Program Type, EE AdultChild, EE Age Entry, IncSource Exit, Income Change*

Dimensions used as the basis for Question #36c:

Client Unique Id; EE Destination; Client Household Type; EE Last Episode (Block filter); *EE Leave or Stay*; *EE Program Type* (Block filter),*Disab 36c Group Entry, Disab36c Group Exit, Service Entry, Service Exit, Disab Date Entry, Disab Date Exit*

HUD CoC APR
Annual Performance Report
Additional Information

User Prompt Field	Value(s) Selected
1. Select Provider Group(s):	
1. Select Provider(s):	1 10th Street Shelter(2055)
2. Enter Start Date:	1/1/2009
3. Enter End Date PLUS 1 Day:	1/1/2010
4. Select Entry Type:	HUD
5. Enter Adult Age:	18
EDA Provider	-Default Provider-
Enter Effective Date	1/1/2010
Is using the Disability Determination field part of your workflow for HUD reporting?	Yes
Is using the Receiving Income Source field part of your workflow for HUD reporting?	Yes
Is using the Receiving Benefit field part of your workflow for HUD reporting?	Yes

Provider Reporting Information	Client Count Based on Uid	Unduplicated Count
1 10th Street Shelter(2055)	96	96

Additional Information
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Diagram 16

Tab O – Additional Information (Diagram 16): Tab O data is NOT entered into the HUD e-SNAPS but rather is provided as a reference to the user running the report and lists the parameters specified in the user prompts, as well as client counts by provider:

- "Client Count" represents the number of clients in the dataset; that is the number served during the grant. (Note in most cases this will be a greater number than those served during the reporting period).
- "Unique Clients" is the Client Count de-duplicates the client count using the Client Unique Id algorithm.

Dimensions used as the basis for Additional Information Tab:

Client Unique Id; Entry Exit Client Id

TECHNICAL NOTES

1. **Special data universe:** It should be noted that this report utilizes a special single-purpose data universe created specifically for this report. This universe incorporates the unique logic of the CoC APR and when used in conjunction with the entry exit universe allows the proper counting and classification of households as laid out in the HUD report specifications. This special universe is not designed or intended for general customer use and is not supported beyond the scope of this report, and other related Gallery reports which may utilize it.

2. **Special Query Design:** This report utilizes an ART 3.x feature that allows a query filter to select records based on the results of another query. In this report the first query which is based on the special data universe produces listings of Entry Exit Uids as results objects, and the other queries then use these listings as query filter criteria.

3. **Report Specifications:** HUD specifications for this report are lengthy and complex and this user manual does not attempt to cover all of the various programming logic and nuances involved. Complete specifications for this report are contained in the HUD "CoC APR Programming Specification" document available on the HUD HRE website:

   CoC APR Programming Specifications

4. **Household counting and classification:** HUD specifications for this report involve two variations on the manner in which households are classified and counted. These methods are described in much greater detail in the CoC APR Programming Specifications:

   a. **Master Household method** – This is a new HUD methodology for counting and classifying households used only in question #9. It is relatively complex in that it is based on the client's past history of entries rather than on a single entry.
   b. **Client Household Type method** – This is a more traditional method based the number and ages of clients sharing the program entry of the clients' last program stay. This methodology is used in questions #8, #15, #16, #17, #18, #19, #20, #21, #22, and #29.

5. **De-duplication:** This report de-duplicates various parts of the report according to HUD specifications using *ServicePoint's* Client Unique Id field.

6. **Inclusion:** In order for a client or household to be properly included in this report, the work-flow requirements listed below must be met. (Note this filtering is accomplished on the universe level, so these criteria are not viewable or editable within the query design view.)

   - An Entry/Exit by one or more of the selected providers with an entry date that is on or before the last day of the reporting period;
   - A corresponding program exit date that is either null (because the client has not yet exited) or falls on or after the first day of the reporting period.

7. **Non-HUD values:** Several sections of this report contain breakdowns of clients based on recorded assessment/sub-assessment answers. It should be noted that only the HUD defined pick-list values are recognized as valid responses. (These items are all followed by a "(HUD)" designation on the pick-list). All non-HUD values are treated as null values and are generally excluded from the counts with the exception of missing values where applicable.

8. **Hidden data columns:** User should be aware that this report may include hidden columns in some of the tables. These hidden columns contain data fields that are essential to the calculation of correct results, and must not be removed.

9. **Client Profile information:** Throughout this report , as in nearly all *ServicePoint* reports, static client profile data including Name, Gender, date of birth (DOB), Race, Ethnicity, and Social Secutiry Number (SS#), is determined by the last recorded value in the client's record as opposed to a value recorded for an individual entry, exit, or service event. Because this value would typically represent the most accurate information concerning the client, it is applied retroactively to each of the client's entry/exit and service records even though it may have in some cases actually been recorded after the event itself or may be different when compared to the value that was recorded in conjunction with the event itself.

10. **Closed Security Income Sub-assessments:** This report assumes the sharing of client data between sub-grantees, as this is the common practice in most HUD workflows. In situations where visibility of the income sub-assessment data is not being shared between the sub-grantees, there is the potential for overstating client income amounts since two or more providers may be entering the same data without the knowledge that it has already been recorded.

11. **Screen Shots:** It should be noted that screen shots provided in this user manual have been selected from multiple instances of the report to display certain features, or to fit a single page, and do not necessarily correspond to one another. Numbers and totals from one screen shot therefore should not be expected to relate to numbers or totals in another screen shot, since different parameters may have been used in producing the screen shots.

12. **Disability Sub-assessment Data Handling:**
    The "Classifying client disability categories" table below (Diagram 17) shows how clients are included in Q7, Q18a, Q18b, Q22a2, and Q22b2 of the CoC APR as specified by v1.9 of the document entitled "HUD Annual Performance Report (APR) Programming Specifications ". The first column displays the "Do you have a disability of long duration?" question, the second column is the count of HUD Disability Types, and the last "Result" column shows the classification for the CoC APR. The three fields used in classifying disabilities for the CoC APR are: the "Disability determination" (field on the Disability Sub-assessment), the "Disability Type" (field on the Disability Sub-assessment), and the "Do you have a disability of long duration" (Assessment question).

    Classifying client disability categories
    If the user answers the "Is using the Disability Determination field part of your workflow for HUD reporting?" prompt "Yes" then it will count all Disability Sub-assessment record sets where the "Disability determination" is "Yes" or "null", and the Disability type is HUD-valid value. If Disability Type is "Both alcohol and drug abuse (HUD 40118)", count as two disabilities.

    If the user answers the "Is using the Disability Determination field part of your workflow for HUD reporting?" prompt "No" then it will count all Disability Sub-assessment record sets where

the Disability type is HUD-valid value. If Disability Type is “Both alcohol and drug abuse (HUD 40118)”, count as two disabilities.

Do you have a disability of long duration?	Disability Type Count	Result
No (HUD)	0	None
Yes (HUD)	0	Condition Unknown
Don't Know (HUD)/Refused (HUD)	0	Don't Know/Refused
null (or any other Non-HUD value)	0	Missing Information
any value(including null)	1 or more	(1/2/3+) Condition(s)

Diagram 17

13. **Street Outreach Contacts and Engagements:** It is important to note that question #12 uses the *Outreach* sub-assessment and the *Date of Engagement* assessment question. In order for this data to be properly transferred to the data universe, the *Outreach* sub-assessment needs to be marked as reportable, added to an assessment and published to the appropriate provider(s). It should be noted that while alternative workflows methods for collecting street outreach contacts and engagements are possible using *ServicePoint* and may be in keeping with the HUD HMIS Data Standards, they are not currently supported by this report, so implementations using such alternatives will need to substitute alternative own data for the Tab C data when transferring the information into the e-SNAPS.

14. **Question 23/24 Logic:** The chart below (Diagram 18) represents the logic/error handling used in determining the client’s income category at entry. The same logic is used in determining the client’s income at exit, and subsequently in which of the four income change columns the client is counted. These questions involve the determination of a client’s monthly income. In cases where client’s *Total Monthly Income* assessment question is populated, that amount is used regardless of the sum of the sub-assessment.

    If the user answers the “Is using the Receiving Income Source field part of your workflow for HUD reporting?” prompt “Yes” then it will count all Income Sub-assessment record sets where the “Receiving Income Source” is “Yes” or “null” and where the Income Source is a HUD-valid value.

    If the user answers the “Is using the Receiving Income Source field part of your workflow for HUD reporting?:” prompt “No” then it will count all Income Sub-assessment record sets where the Income Source is a HUD-valid value.

    NOTE: A client must have a valid income amount (0$ or more) at both entry and at exit to be included in the “Average Change” calculation; that is, clients’ whose income is unknown at exit, (those counted in column 7), are excluded from the average change calculation.

Total Monthly Income (assessment question)	Income Last 30 (Yes/No assessment question)	Income Sources (within the sub-assessment)	Last 30 Day Income Amount (within the sub-assessment)	Income Category
> $0.00	Any selection or null	Any selection or null	Any amount or null	Use Total Monthly Income as entered
$0.00 or null	Any selection or null	Any selection(not null)	>=$0.00	Sum amounts of sub-assessments for individual sources to get total monthly income*
$0.00 or null	No	Null	Any amount or null	$0.00
$0.00 or null	No	Any selection(not null)	Null	$0.00
$0.00	Yes or null	Null	Any amount or null	$0.00
$0.00 or null	Don't Know or Refused	Any selection(not null)	Null	Unknown
$0.00 or null	Don't Know or Refused	Null	Any amount or null	Unknown
Null	Yes or null	Null	Any amount or null	NULL
$0.00 or null	Yes or null	Any selection(not null)	Null	NULL

**Do not include any sub-assessments that do not have a corresponding Income Source in the sum of sub-assessment Income.*

Diagram 18

15. **Entry of data into HUD e-SNAPS:** It should be noted that not all sections of this report are applicable to all HUD programs and since the e-SNAPSdisplays only the applicable data entry screens, there may be portions of this report that have no corresponding e-SNAPS screens due to their inapplicability.

16. **Question 7 Income Logic:** In considering whether a client's monthly income information has been recorded, both the Income sub-assessment and the *Total Monthly Income* assessment question are considered.

    If the user answers the "Is using the Receiving Income Source field part of your workflow for HUD reporting?" prompt "Yes" then it will count all Income Sub-assessment record sets where the "Receiving Income Source" is "Yes" or "null" and where the Income Source is a HUD-valid value.

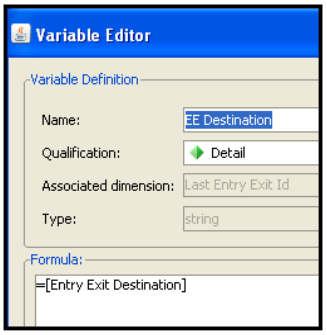
    If the user answers the "Is using the Receiving Income Source field part of your workflow for HUD reporting?" prompt "No" then it will count all Income Sub-assessment record sets where the Income Source is a HUD-valid value.

17. **Questions 7 and 26 Non-Cash Benefits Logic:** The 0625 report uses the following logic for the Non-Cash Benefits section of Q7 and Q26:

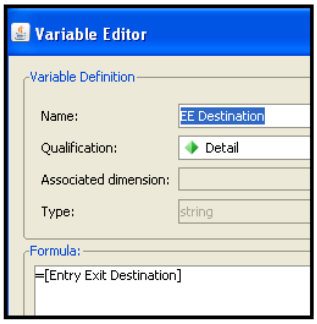
    If the user answers the "Is using the Receiving Benefit field part of your workflow for HUD reporting?" prompt "Yes" then it will count all Non-Cash Benefits Sub-assessment record sets where the "Receiving Benefit" is "Yes" or "null" and where the Income Source is a HUD-valid value.

    If the user answers the "Is using the Receiving Benefit field part of your workflow for HUD reporting?" prompt "No" then it will count all Non-Cash Benefits Sub-assessment record sets where the Non-Cash Benefits is a HUD-valid value.

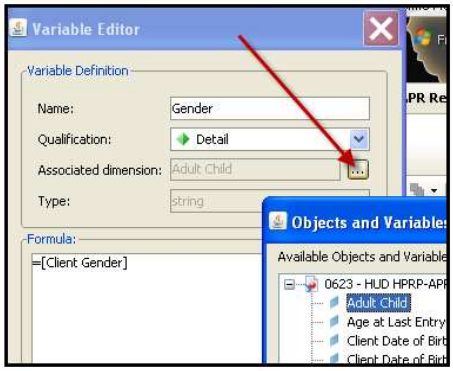
18. **IMPORTANT Known Installation Issue:** As stated above, this report utilizes several "detail" type variables that are each "associated" with a particular "dimension". In testing the installation process with this report a mapping malfunction was sporadically encountered which resulted in the "associated dimension" being stripped from the variable during the installation process. When this occurs the report will return "multivalve" errors messages and/or erroneous count values. Bowman Systems is working with Business Objects to determine and correct the root cause of this malfunction, and will publish an updated version if needed. Meanwhile customers using this version of the report are strongly encouraged to verify that each of the detail variables in this report is properly displaying an "Associated Dimension "as shown:



In cases where the "Associated Dimension" has been stripped during installation, the "Associated Dimension" will appear blank:



When this has occurred the user will need to edit the variable, specify the proper dimension, save the variable, and resave the report, prior to use:



The table below lists the detail variables in this report, along with their proper associated dimension. To insure that this report is returning the proper results, it is very important that these associations be checked/ verified following installation and prior to running the report.

Detail Variable	Associated Dimension
Disab 36c Group Entry	Merge Last EE Id
Disab 36c Group Exit	Merge Last EE Id
Disab Condition Entry	Merge Last EE Id
Disab Condition Exit	Merge Last EE Id
Disab Date Entry	Merge Last EE Id
Disab Date Exit	Merge Last EE Id
DV	Merge Last EE Id
DV Ext	Merge Last EE Id
EE Adult Child	Merge Last EE Id
EE Age at Entry	Merge Last EE Id
Ee Client HH Type	Merge Last EE Id
EE Destination	Merge Last EE Id
EE Last Episode	Merge Last EE Id
EE Leave Stay	Merge Last EE Id
EE Program Type	Merge Last EE Id
Eth	Merge Last EE Id
Gender	Merge Last EE Id
Housing Status Entry	Merge Last EE Id
Housing Status Exit	Merge Last EE Id
Inc 36 Earned Income	Merge Unique Id
Inc Amt Entry	Merge Last EE Id
Inc Amt Exit	Merge Last EE Id
Inc NCYN Entry	Merge Last EE Id
Inc NCYN Exit	Merge Last EE Id
Inc Source Entry	Merge Recordset Id
Inc Source Exit	Merge Recordset Id
Inc Source NC Entry	Merge Last EE Id
Inc Source NC Exit	Merge Last EE Id
IncYN Entry	Merge Last EE Id
IncYN Exit	Merge Last EE Id
Prior Residence	Merge Last EE Id
RaceP	Merge Last EE Id
RaceS	Merge Last EE Id
Service Entry	Merge Last EE Id
Service Exit	Merge Last EE Id
Veteran	Merge Last EE Id
ZipCode	Merge Last EE Id
Zip Quality	Merge Last EE Id

REPORT MODIFICATION

Because this report is based on established HUD Specifications, modification is generally not recommended, especially with regards to the queries, variables, and formulas that impact the e-SNAPSdata.

MAPPING OBJECTS:

A listing of the report objects and their source universe and source folder is provided below. Objects are arranged by query and by object type.

==========

Query Name: **BISData**
Universe: **hud_coc_apr_u**

Result Objects:

- Entry Exit Id, from HUD COC-APR folder
- Client Unique Id, from HUD COC-APR folder
- Last Entry Exit Id, from HUD COC-APR folder
- Last Client Id, from HUD COC-APR folder
- Client Date of Birth, from HUD COC-APR folder
- Client Date of Birth Type, from HUD COC-APR folder
- Last Episode, from HUD COC-APR folder
- Age at Last Entry, from HUD COC-APR folder
- Adult Child from HUD COC-APR folder
- Client Household Type, from HUD COC-APR folder
- Client Household Count, from HUD COC-APR folder
- Unaccompanied Youth, from HUD COC-APR folder
- Master Household Id, from HUD COC-APR folder
- Master Household Type, from HUD COC-APR folder
- Length of Stay, from HUD COC-APR folder
- Length of Stay Total (Per Client), from HUD COC-APR folder
- Leaver or Stayer, from HUD COC-APR folder
- Client Id from HUD COC-APR folder
- COC Household Type, from HUD COC-APR folder
- Master Household Size from HUD COC-APR folder
- Length of Operating Stay, from HUD COC-APR folder
- PIT January from HUD COC-APR folder
- PIT April from HUD COC-APR folder
- PIT July from HUD COC-APR folder
- PIT October from HUD COC-APR folder
- Outreach First Location A from HUD COC-APR folder
- Outreach Contact Count A from HUD COC-APR folder
- Outreach First Location B from HUD COC-APR folder
- Outreach Contact Count B from HUD COC-APR folder

Filters Objects:

- none (Prompts hard coded in universe design)

==========

Query Name: **EE Data**
Universe: **ee_ cutoff_u**

Result Objects:
****Virtual field names for ASSESSMENT objects appear in parenthesis below their corresponding field names**

- Entry Exit Uid, from Entry Exit folder
- Entry Exit Destination, from Entry Exit folder
- Entry Exit Entry Date, from Entry Exit folder
- Entry Exit Exit Date, from Entry Exit folder
- Entry Exit Provider Id, from Entry Exit folder
- Entry Exit Reason Leaving, from Entry Exit folder
- Entry Exit Type, from Entry Exit folder
- Entry Exit Tenure, from Entry Exit folder
- Entry Exit Subsidy, from Entry Exit folder
- Entry Exit Client Id, from Entry Exit/Client folder
- Client Unique Id, from Entry Exit/Client folder
- Client First Name, from Entry Exit/Client/Client Unique Id folder
- Client Last Name, from Entry Exit/Client/Client Unique Id folder
- Client Middle Name, from Entry Exit/Client/Client Unique Id folder
- Client Soc Sec No Dashed, from Entry Exit/Client/Client Unique Id folder
- Client SSN Data Quality, from Entry Exit/Client/Client Unique Id folder
- Client Gender, from Entry Exit/Client folder
- Client Primary Race, from Entry Exit/Client folder
- Client Secondary Race, from Entry Exit/Client folder
- Client Ethnicity, from Entry Exit/Client folder
- Is Client U S Military Veteran?, (VETERAN) from Entry Objects folder
- Zip Code of Last Permanent Address, (HUD_ZIPCODELASTPERMADDR) from Entry Objects folder
- Zip data quality, (HUD_ZIPDATAQUALITY) from Entry Objects folder
- Type of Living Situation, (TYPEOFLIVINGSITUATION) from Entry Objects folder
- Date of Birth Type, (SVPPROFDOBTYPE) from Entry Objects folder
- Housing Status, (HOUSINGSTATUS) from Entry Objects folder
- Housing Status, (HOUSINGSTATUS) from Exit Objects folder
- Domestic Violence victim/survivor, (DOMESTICVIOLENCEVICTIM) from Entry Objects folder
- Extent of Domestic Violence (HUD_EXTENTOFDV) from Entry Objects folder
- Entry Exit Provider Program Type, from Exit Exit folder

Filter Objects:

- Entry Exit Uid from Entry Exit folder
  Results from another query
  Last Entry Exit Id from HUD COC-APR folder

==========

Query Name: **Inc Entry**
Universe: **ee_ cutoff_u**

Result Objects:
****Virtual field names for ASSESSMENT objects appear in parenthesis below their corresponding field names**

- Entry Exit Uid, from Entry Exit folder
- Client Unique Id, from Entry Exit/Client folder
- Entry Exit Client Id, from Entry Exit/Client folder
- Income received from any source in past 30 days?, (SVP_ANYSOURCE30DAYINCOME) from Entry Objects folder
- Recordset ID, from Entry Objects/Monthly Income sub-assessment folder
- Source of Income, (SOURCEOFINCOME) from Entry Objects/Monthly Income sub-assessment folder
- Start Date, (MONTHLYINCOMESTART) from Entry Objects/Monthly Income sub-assessment folder
- End Date, (MONTHLYINCOMEEND) from Entry Objects/Monthly Income sub-assessment folder
- Last 30 Day Income, (AMOUNTMONTHLYINCOME) from Entry Objects/Monthly Income sub-assessment folder
- Total Monthly Income, (HUD_TOTALMONTHLYINCOME) from Entry Objects
- Receiving Income Source? (SVP_RECEIVINGINCOMESOURCE) from Entry Objects/Monthly Income sub-assessment folder

Filter Objects:

- Entry Exit Uid from Entry Exit folder
  Results from another query
  Last Entry Exit Id from HUD COC-APR folder

==========

Query Name: **Inc Exit**
Universe: **ee_ cutoff_u**

Result Objects:
****Virtual field names for ASSESSMENT objects appear in parenthesis below their corresponding field names**

- Entry Exit Uid, from Entry Exit folder
- Client Unique Id, from Entry Exit/Client folder
- Entry Exit Client Id, from Entry Exit/Client folder
- Income received from any source in past 30 days?, (SVP_ANYSOURCE30DAYINCOME) from Exit Objects folder
- Recordset ID from Exit Objects/Monthly Income sub-assessment folder
- Source of Income, (SOURCEOFINCOME) from Exit Objects/Monthly Income sub-assessment folder
- Start Date, (MONTHLYINCOMESTART) from Exit Objects/Monthly Income sub-assessment folder
- End Date, (MONTHLYINCOMEEND) from Exit Objects/Monthly Income sub-assessment folder
- Last 30 Day Income, (AMOUNTMONTHLYINCOME) from Exit Objects/Monthly Income sub-assessment folder
- Total Monthly Income, (HUD_TOTALMONTHLYINCOME) from Exit Objects
  - Receiving Income Source? (SVP_RECEIVINGINCOMESOURCE) from Exit Objects/Monthly Income sub-assessment folder

Filter Objects:

- Entry Exit Uid from Entry Exit folder
  Results from another query
  Last Entry Exit Id from HUD COC-APR folder

==========

Query Name: **Non-Cash**
Universe: **ee_ cutoff_u**

Result Objects:
****Virtual field names for ASSESSMENT objects appear in parenthesis below their corresponding field names**

- Entry Exit Uid, from Entry Exit/Client folder
- Client Unique Id, from Entry Exit/Client folder
- Entry Exit Client Id, from Entry Exit/Client folder
- Non-cash benefit received in past 30 days?, from Entry Objects folder

(SVP_ANYSOURCE30DAYNONCASH)

- Source of Non-Cash Benefit, (SVP_NONCASHBENEFITSSOURCE) from Entry Objects /Non-Cash Benefits sub-assessment folder
- Receiving Benefit? (SVP_RECEIVINGBENEFIT) from Entry Objects/Non-Cash Benefits sub-assessment folder
-
- Non-cash benefit received in past 30 days?, (SVP_ANYSOURCE30DAYNONCASH) from Exit Objects folder
- Source of Non-Cash Benefit, (SVP_NONCASHBENEFITSSOURCE) from Exit Objects / Non-Cash Benefits sub-assessment folder
- Receiving Benefit (SVP_RECEIVINGBENEFIT) from Entry Objects/Non-Cash Benefits sub-assessment folder

** Filter Objects:

- Entry Exit Uid from Entry Exit folder
  Results from another query
  Last Entry Exit Id from HUD COC-APR folder

==========

Query Name: **Disab Entry**
Universe: **ee_cutoff_u**

Result Objects:
****Virtual field names for ASSESSMENT objects appear in parenthesis below their corresponding field names**

- Entry Exit Uid, from Entry Exit/Client folder
- Client Unique Id, from Entry Exit/Client folder
- Entry Exit Client Id, from Entry Exit/Client folder
- Recordset from Entry Objects /Disability sub-assessment folder

- Disability Type, (DISABILITYTYPE) from Entry Objects /Disability sub-assessment folder
- Start Date, (DISABILITIES_1START) from Entry Objects /Disability sub-assessment folder
- End Date, (DISABILITIES_1END) from Entry Objects /Disability sub--assessment folder
- Disability Determination, (DISABILITYDETERMINE) from Entry Objects /Disability sub-assessment folder
- (If yes)Currently receiving services or treatment? (DISABILITYTREATMENT) from Entry Objects /Disability sub-assessment folder
- Do you have a disability of long term duration? (HUD_DISABLINGCONDITION) from Entry Objects

** Filter Objects:

- Entry Exit Uid from Entry Exit folder
  Results from another query
  Last Entry Exit Id from HUD COC-APR folder

==========

Query Name: **Disab Exit**
Universe: **ee_cutoff_u**

Result Objects:
****Virtual field names for ASSESSMENT objects appear in parenthesis below their corresponding field names**

- Entry Exit Uid, from Entry Exit/Client folder
- Client Unique Id, from Entry Exit/Client folder
- Entry Exit Client Id, from Entry Exit/Client folder
- Recordset Id, from Exit Objects /Disability sub-assessment folder
  Disability Type, from Exit Objects /Disability sub-assessment folder
  (DISABILITYTYPE)
- Start Date, from Exit Objects /Disability sub-assessment folder
  (DISABILITIES_1START)
- End Date, from Exit Objects /Disability sub-assessment folder
  (DISABILITIES_1END)
- Disability Determination from Exit Objects /Disability sub-assessment folder
  (DISABILITYDETERMINE)
- (If yes)Currently receiving services or treatment? from Exit Objects /Disability sub-assessment folder
  (DISABILITYTREATMENT)
- Do you have a disability of long term duration? from Exit Objects
  (HUD_DISABLINGCONDITION)

** Filter Objects:

- Entry Exit Uid from Entry Exit folder
  Results from another query
  Last Entry Exit Id from HUD COC-APR folder

==========

#0625 Revision History

Version	Description of Changes
V11.05.11	Original version BETA
V11.06.28	Revised version BETA • Income logic adjusted to consider total monthly income in Q7, Q23 and Q24 • Missing section of Q22 added (22b1 and 22b2) • Filter error corrected in Q19b • Mapping Guide error corrected and updated for logic changes • Input control Technical Note added to user manual • Cosmetic changes
V3	Revised version BETA: Revised Q23 and Q 24 to remove duplicate Total Monthly Income values. Removed Unused variables Corrected associated dimensions in mapping guide Mapping Guide includes virtual field name for assessment questions
V4	Revised version BETA: Changed Q22 columns to follow HUD guidelines. (Adults, Children, Unknown) Updated Q25 to count Income Sources without amounts Updated Q25 to count non-HUD Income Sources as Other Updated Q26 to count non-HUD Benefit Sources as Other
V5	Revised version BETA: Updated report description to reference HUD CoC APR instead of HUD HPRP Updated Mapping Guide with clarification on Source of Non-Cash Benefit location Updated Q7 to count Residence Prior to Entry for adults and unaccompanied youth only. Same as Q20 Updated Q23 and Q24 to correct count No Income for Same Income at Exit column
V6	Revised version BETA: Resolved issue with reporting on data entered after the reporting period.
V7	Revised version: Updated Q23/24 with new HUD logic to count Total Monthly Income where present regardless of sum of income in subassessment; Reference updated income table for details. Updated Q25 with updated HUD guidelines on counting Income Sources. Added EDA Provider to Prompt Summary
V8	Revised version BETA: Updated Q23 and Q24 to properly calculate Unknown Income Change. Updated Q23 and Q24 to count income between $0.01 and $0.99. Updated Q23 and Q24 to mark clients with Total Monthly Income = $0.00, Income Last 30 Days = null, and No Income Source specified as No Income instead of Missing. Updated Technical Note #14.
V9	Corrected header for Q26b2.
V10	Revised version BETA: Updated logic for counting disabilities conditions on Tab F and H Added Question 36 Updated manual and screen shots
V11	Revised version BETA: Altered wording in Q25/26 to match information in e-SNAPS Tabs A/I/J/N: Altered income information to use “Receiving Income Source?” sub-assessment question based upon answer to prompt question. Tabs A and K: Altered non-cash information to use “Receiving Benefit?” sub-assessment question based upon answer to prompt question. Tabs A/F/H/N: Altered disability information to use “Disability Determination” sub-assessment question based upon answer to prompt question. Tab N: Q36B/D – 1/2a/2b – Altered to count leavers only. 2a/2b – Altered to count only clients that increased their income. Updated User Manual with hyperlink between technical note references and the actual technical note.

V12	Revised version BETA: Altered calculation for Q36b&d Earned Income per HUD clarification to count only leavers. Changed HDX references to e-SNAPS on pages 1, 9, 20, 23, 25, 28.
V13	Revision: Modified Tab A to count anonymous clients as missing for "First Name" and "Last Name". Resolved issue on Tab J where if there were 2 or more "No Financial Resources (HUD)" records with conflicting answers to the "Income Received" question, the records will be counted as "No Income" Resolved issue on Tab J where cents between categories weren't accounted for. For example, "$501 – 750" will now shows clients with "501.00 – 750.99". Added additional detail to manual for question 8
V14	Revision: Disability Determination not included in 2 variables ([Disab 36c Group Entry] and [Disab 36c Group Exit]). Corrected this error.
V14 (Doc Only)	ART universe updated to allow for more than one Entry/Exit type to be selected in the same report run. User Manual updated to indicate the implications of this change. Changed Query 1 name from Data to BISData.